

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes January 25, 2011 Meeting**

Meeting was called to order at 4:00 p.m. by Chairman Bentley. Those present were: Ms. Dunn, Mr. Hopper, Mr. Patten, Ms. Williams, Mr. Gaither, Mr. Kauderer, Mr. Eberhard, Ms. White, Ms. Lane, Mr. Boyle, Ms. Geddis, Mr. Timmons, Mr. Prokasy, Mr. Flick and Ms. Bogue were absent. Staff members present were Ms. Simonds, Ms. Atwood, Mrs. Ames and Mr. Katzman, who recorded the minutes. Architects David Moore, Steve Wilson, and Keith Sanders (SPLOST) were present.

After call to order at 4 p.m. Chairman Bentley welcomed new members (Ms. Geddis and Mr. Prokasy) and returning board members. He asked that each member introduce themselves and announced that Mr. Gaither and Ms. Williams had been reappointed for 5 year terms.

The minutes of October 12, 2010 meeting were unanimously approved as corrected and the agenda adopted.

There was no public comment.

The Financial Report was presented for information purposes by Ms. Simonds. She reported that we are at the 2<sup>nd</sup> quarter of the fiscal year with 47.4% of received revenues and 43.57% of expenditures. Outside grants are at \$6,355,930.08. The \$53,000 reduction in state funds from last fiscal year was represented. Total Passport fees are above \$240,000. Our Wishing Well collections are at \$1,259.22.

**Architectural Plans Presentation**

Architects David Moore and Steve Wilson addressed the renovation plans, using charts for each phase as well as a display of the color schemes. Project Manager Steve Wilson said that they have worked very hard for 6 months on the design and phasing, and that the project would take approx. 18 months. He then proceeded to give a broad outline of the phasing, which included a display of the plans. He went through Phase 1, 2, 3 and 3A of the entire project, addressing the salient features of each phase. Phase 1 would address the new additions of the north and east sides, adding a temporary entrance for patrons, with Circulation moving to where Taking Books is now. The Auditorium would remain in use until August 1, then used for storage. Both the Technology staff and the Reference staff will move to the area on the 2<sup>nd</sup> floor now occupied with Study Rooms. Mrs. Ames said that the goal is to retain 60 public computers. The current ETC rooms and the upstairs bathrooms would be demolished immediately. Phase 2 would entail new construction, still keeping the temporary entrance. Auditorium and Small Conference Room would be closed. 2/3rds of the 2<sup>nd</sup> floor would be under construction. The board room would still be in place during Phase 2. Phase 3 would open up the new entrance while Young Adult would move to a temporary space. Administration would temporarily relocate to the Heritage Room. Both IT and Reference would move to their new space. Phase 3A involves getting everyone back to their permanent locations.

Dust control must be provided by the Contractor, the architects said. Also, both the Contractor and the library have liability insurance. David Moore said that the Contractor must maintain power, maintain the two exits and entrances. There will be a number of temporary partitions and barricades. Phase 3 would open the new bathrooms on the 2<sup>nd</sup> floor and the new restroom on the 1<sup>st</sup> floor would open. David Moore said that as much as they have worked each step the contractor would have their own ideas for the best way to accomplish the project.

Mr. Sanders, SPLOST Manager for the project then spoke. He would be our representative for the project, he said. He reported that the project budget was \$7.7 million at the high end and that the current estimate is \$7.6 million. He said that we would like to add little things if the costs remain lower, but if it goes higher we would have to negotiate. Alternatives (see white handouts) are about \$1 million. He reported that we are trying to go out to bid on Feb. 8, and hope the Mayor and Commission will vote in early April, and start the project in May. There were 10 pre-qualifying contractors, he said. He mentioned that the staff had given good feedback on the plans. There was discussion. One prominent point brought up by Mr. Eberhard was the need for a PR plan, especially if the process will be disruptive to patrons. Mrs. Ames will be encouraging people to use the other branches, especially Oconee and Winterville during the construction. She reported that some of our staff are relocating temporarily to our Oconee branch.

Mrs. Ames thanked the team--Mr. Moore and Mr. Wilson and Mr. Sanders for an outstanding job.

#### Committee Reports:

##### Winterville:

Ms. White reported that there was a presentation by the local Police Dept. on safety in October. There was good attendance in November for 5 programs, and they have issued 6 new library cards. There were 4 programs in December, and the Polar Express one was especially good.. She reported that the staff was doing well and they had a good volunteer who was helping out. They received a \$1700 check from the Front Porch Book Store run by the Friends.

##### Finance Committee:

Ms. Simonds said that we were ready to submit the 2012 budget which would present a 0% increase and up to a 5% reduction. Mrs. Ames said that the impact of a 5% budget reduction would include options of reducing hours or closing of branches. She said that there may be some hard choices to make. Various options were discussed, including the closing of branches or a reduction

of hours. She reported that we have no budget increase for the next 2 years, according to information from the County Manager, and that we will open the new building (with 20,000 additional sq. feet) with the same budget, which will be a real challenge. Mrs. Ames said that we want to keep people employed because we will need the full staff when we reopen. Mr. Kauderer asked about LEEDS certification. Mrs. Ames said that it was tied to the construction, and that we would be a LEEDS building, also we have no asbestos in the building. Mrs. Ames said that if we come in underbid, we need to use that money for a new HVAC system, though the County makes the final decision. Mrs. Ames emphasized that we have had many public comments on the need for a new HVAC system. Mr. Eberhard brought up the need for a Master Plan and Mrs. Ames said that it would cost between \$15-\$45,000.

A vote was taken to approve the FY2012 Athens-Clarke County Budget Proposal. The vote was unanimous to accept from a motion by Ms. Dunn, seconded by Ms. Lane.

Friends of the Library:

Mr. Boyle announced the Friends next book sale running from February 23-26<sup>th</sup> in the old TJ Maxx building. They would be moving books in on February 19, and hoped that the UGA ROTC would help. Ms. Atwood mentioned that the sorting would take place on February 19<sup>th</sup> and that of any members wanted to help with this they were most welcome.

Endowment:

Mr. Patten reported that the Endowment board did not have a quorum at their meeting and also they needed a Chairman. Mrs. Ames mentioned that the endowment is at \$860,000 (green handout).

Director's Report (gold handout):

Mrs. Ames reported that there was a meeting tomorrow with GPLS and our staff at the Talking Books Center about its future, especially since the green boxes were going to be centralized at the State collection and no longer housed here. She said that we will still have services and that staff would be on the road doing outreach and reader's advisory as we have 31 counties to serve. There must be a vehicle for this, she said, and is waiting to see if the state will provide it. She said that if the state reduction were severe this would negatively affect services. She pointed out the new C-SPLOST initiative (lime green handout) and explained that it's a cultural SPLOST and would also include libraries. Mrs. Ames said that the County would soon be replacing our florescent lights with much more energy-efficient ones provided by the Stimulus Grant.

New Business:

- A. After discussion, there was a vote to authorize the Executive Committee and SPLOST Office to negotiate final bid documents and acceptance of bids for the ACC Library Expansion. Also, there would have to be formal approval by the Mayor and Commission for the contract to move forward. The vote to accept was unanimous from a motion by Mr. Kauderer, seconded by Ms. Lane.
- B. After discussion, there was a vote to approve SPLOST 2011 expenditure request [9 years with RFID purchase in FY2013 to coordinate with completion of building; \$200,000 per year expenditure for materials beginning in 2012]. The vote to accept was unanimous from a motion by Ms. Dunn, seconded by Ms. Lane.
- C. Committee Appointments: Chairman Bentley mentioned the pink sheet with Committee appointments which he has mandated. He said that if there were any changes for this to please notify him. Also one member's name was duplicated which the Secretary would correct. There was discussion. The vote to accept the Committee appointments was unanimous from a motion by Mr. Kauderer, seconded by Mr. Boyle.

Unfinished Business – Policy Committee

Chairman Bentley said that we had discussed but had not voted on the Policy Committee's recommendation to additional wording in our Patron Conduct Rules at the previous meeting. "Examples of improper behavior are included below" (blue handout). The vote to accept the additional sentence was unanimous from a motion by Ms. Lane, seconded by Ms. Williams.

Mrs. Ames announced the Trustee Training at the Oconee County Library from 10-1 on May 12<sup>th</sup> and hoped all members would attend. She also mentioned lobbying for the Royston project with the Legislators on Varsity Hot Dog day January 27.

The next meeting is April 11 at 4 PM.

The meeting was adjourned at 5:41 p.m. after a motion by Ms. Dunn, seconded by Ms. Williams.

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, April 12, 2011 Meeting**

Meeting was called to order at 4:00 p.m. by Chairman Bentley. Those present were: Ms. Dunn, Mr. Hopper, Mr. Patten, Mr. Gaither, Mr. Eberhard, Ms. White, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Flick, Mr. Boyle. Ms. Geddis and Ms. Williams were absent. Staff members present were Ms. Simonds, Ms. Darnell, Mrs. Ames and Mr. Katzman, who recorded the minutes.

After call to order at 4 p.m. Chairman Bentley welcomed returning board member Mr. Prokasy.

The minutes of January 25, 2011 meeting were unanimously approved by a motion from Ms. Bogue, seconded by Ms. Dunn. The agenda was unanimously adopted by a motion from Mr. Prokasy, seconded by Ms. Dunn.

There was no public comment.

**Staff Report – Madeline Darnell**

Ms. Darnell introduced herself and spoke of her role as the Coordinator of the IMLS “Boomers” National Leadership grant, a 3 year program funded at \$343,000. This is our second IMLS National Leadership grant, the first being the creation of Pinewoods. Ms. Darnell said she is working with an Advisory Board--which has met twice-to create programs for boomers (1946-1964), and to then produce a Best Practices manual so that other institutions will benefit from our efforts. There will be ongoing “community snapshots” which will be streamed live as well as archived. She also announced a program at Lyndon House, “The Mystique of the Automobile,” opening September 24. A website is also in progress, she said.

The Financial Report was presented for information purposes by Ms. Simonds. She reported that we are at the 3<sup>rd</sup> quarter of the fiscal year with 72.49% of received revenues and 69.97% of expenditures. Outside grants are at \$6,375,289.66. Passport fees are above \$263,798.58. She reported that the Library Store did very well at its close out to prepare for the renovation. There was discussion.

**Committee Reports**

**Winterville:**

Ms. White reported that Branch Manager, Julie Carnes, has been in a car accident and would be out possibly for several months. There are several employees who are helping keep the branch running in the interim. She said that they had a month-long celebration of Dr. Seus in March. Ms. White reported that the Friends have continued to add materials to the collection. She announced that the library would be closed May 21, 2011 for the Winterville Marigold Festival.

Book Action Committee:

Mr. Boyle reported on reconsideration of the book, *The Care & Keeping of You*. He said that upon review by the Committee via email, along with consulting Kim James, Children's Specialist, the Committee's recommendation was to keep the location of the book in juvenile non-fiction. He said that 90% of Georgia libraries shelved it there. There was discussion. Mr. Bentley made a motion to accept the Committee's recommendation, seconded by Mr. Gaither. It passed unanimously.

Public Relations Committee:

Mr. Eberhard had everyone refer to the PR Committee's report (yellow handout). He said that the Committee had met twice with Mrs. Ames and PR Specialist, Rhiannon Eades. He said that we would use all means at our disposal—handouts, web site, social media etc—to keep people updated on the renovation. There is a groundbreaking ceremony in the works, but there is no date yet. The hope is to have several speakers, including Mrs. Ames, our Board Chair, the Mayor, and possibly a speaker for the event. He reported that Chairman Bentley is trying to secure a column in the Athens Banner-Herald in a Q & A format to keep the public informed. There was discussion.

Building Committee:

Mrs. Ames announced that Ms. Williams had resigned and is relocating, which is why she couldn't make this final meeting. Mrs. Ames displayed Ms. Williams certificate of service and a book placed into the collection in her honor. She also mentioned that there are now 2 vacant positions on the board which will be hopefully filled in July by the County. Mrs. Ames mentioned the bid sheet (purple handout), and the sheet which had the letter from Athens-Clarke County choosing The Christman Company as the Contractor for the project. Because we did so well with the low bid, we can meet all of the alternatives on the list, she said, including a new HVAC system. The project would get underway sometime next month, with groundbreaking possibly May 1, in conjunction with the annual meeting of the Friends. Also, the project may take less than 20 months, per the Contractor, as they likely will alter the phasings to some degree.

Director's Report (magenta handout):

Mrs. Ames reported that we will not be proceeding for the moment on the Royston project, as it did not make the final list for the 2012 budget at the Legislature. She spoke about the new Atlanta Zoo Pass, which is available to patrons, although demand has outstripped supply. Mrs. Ames said that everyone is packing up their offices and clearing space for the renovation. She said that the first step will be a traffic flow change, and the area around the circle would close, as well as the front entrance. The Book Drop would be relocated

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towards the rear of the parking lot and a new temporary entrance will be made through the TBC, which will now become the Circulation Dept. Then temporary walls will go up.

New Business: Appointment of Treasurer

Chairman Bentley said they needed a Nominating Committee for Treasurer, and Mr. Flick, Ms. Dunn, and Mr. Prokasy agreed to form the committee.

There was no unfinished business.

Mrs. Ames announced the Trustee Training at the Oconee County Library from 10-1 on May 12<sup>th</sup> and hoped all members would attend. She asked all to contact Mr. Katzman and let him know if they were attending.

The next meeting is July 12, 2011 at 4 PM.

The meeting was adjourned at 4:55 p.m. after a motion from Ms. Lane, seconded by Mr. Hopper.

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Draft Minutes, July 12, 2011 Meeting**

Meeting was called to order at 4:00 p.m. by Chairman Bentley. Those present were: Mr. Patten, Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Flick, Ms. Geddis, Ms. Slutzky. Mr. Boyle, Ms. Dunn, Mr. Hopper, Ms. White and Mr. Flick were absent. Staff members present were Ms. Simonds, Ms. Brumby, Mrs. Ames and Mr. Katzman, who recorded the minutes.

After call to order at 4 p.m. Chairman Bentley welcomed new board member Heather Slutzky.

The minutes of April 12, 2011 meeting were unanimously approved and the agenda adopted.

There was public comment. Wynter Bishop, a UGA MLIS student, attended to observe the meeting to fulfill a requirement in a class.

**Staff Report – Donna Brumby, Extension Services Librarian**

Ms. Brumby passed out a chart of the “turnover rate” of book holdings for FY10. It’s a compilation of PINES data about our holdings and check-out, she said, which we use for both selection and weeding. It’s a snapshot of our collection which allows us to see the most check-out books in any category. She gave examples from the chart, which displayed Adult Non-Fiction categories.

The Financial Report was presented for information purposes by Ms. Simonds. She reported that we have completed fiscal year 2011. There are some surplus funds (\$84,707), she reported, due to two frozen full-time positions. We will fill the two positions – YA Librarian, Assistant Director, eventually.

**Committee Reports:**

**Winterville:**

Ms. Brumby reported that there were 4,291 books which circulated and 1,936 patrons, which she said was very good for a facility open only 19 hours per week. 65 children attended the Summer Reading programs. Ms. Brumby said that Toby Mayfield is now the Winterville Branch Manager, replacing Julie Carnes, who was not able to resume to her position.

**Nominating Committee:**

Chairman Bentley reported for Mr. Flick, who was absent. The Committee nominated Mr. Eberhard for Treasurer and the Chair of the Finance Committee. A motion was made by Mr. Prokasy to accept the nomination, seconded by Ms. Lane. The vote was unanimous to accept Mr. Eberhard’s new position. Mr. Bentley assigned Ms. Bogue to be the Chair of the Policy Committee and also assigned Ms. Slutzky to that committee.

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Endowment Committee:

Mr. Patten reported that the committee was mostly working on Naming Opportunities, and the requested amounts fell in line with UGA standards. He also said that they were looking at a more aggressive investment policy to help raise the Endowment to a million dollars.

Public Relations Committee:

Mr. Eberhard reported that we had a great groundbreaking ceremony for the Athens-Clarke renovation, attended by many Trustees as well as two Commissioners, the public, including a number of children. He said that the Committee thought that we needed more signage both outside and in for the renovation which we will be working on. He said that as of August 1 the Auditorium as well as the Small Conference Room will be closed to the public.

Director's Report:

Mrs. Ames reported that the State approved \$20,000 for a new vehicle and after researching vehicles we've purchased a Honda Fit. Our Cargo Van is very old, she said, and on its last legs. Mrs. Ames reported on the Trustee Training Workshop at Oconee conducted by Lyn Hopper and everyone has handouts on that. She mentioned the Strategic Plan (yellow handout) and said that we had accomplished most of its goals, therefore it was time to embark on a new plan. Our services will be expanded and different with the new building. She mentioned again that as of August 1 the Auditorium and Small Conference Room would be unavailable. She said that she was already looking for next year's Summer Reading programs as we would not be able to have programs here due to the renovation. Mrs. Ames reported that a Reference Librarian, Janet Clapp, was leaving in July and that we would not be fulfilling her position until the building is completed.

New Business: Appointment of Treasurer  
See Nominating Committee report.

Unfinished business:

Mrs. Ames passed around the recently signed FY2012 contract with Athens-Clarke County, which is essentially the same as for FY2010. There was discussion.

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Mrs. Bogue moved to accept the contract, seconded by Ms. Geddis. The vote to accept the contract was unanimous.

The next meeting is October 11, 2011 at 4 PM.

The meeting was adjourned at 5 p.m.

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Draft Minutes, October 11, 2011 Meeting**

Meeting began with a 4:00 p.m. tour of the construction areas led by Mr. Ernest Lee, Project Superintendent. The different kinds of brick were viewed and discussed. Once in the Board Room, the meeting was called to order at 4:35 p.m. by Chairman Bentley. Those present were: Mr. Bentley, Mr. Patten, Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Flick, Ms. White, Mr. Boyle, and Ms. Dunn. Ms. Slutsky, Mr. Hopper, and Ms. Geddis were absent. Staff members present were Ms. Simonds, Mrs. Ames and Ms. Ovington (who recorded the Minutes).

After call to order at 4:35 p.m. Chairman Bentley brought forth the idea that upcoming board meetings begin with tours of the construction areas to keep abreast of the progress being made, and others agreed.

The minutes of July 12, 2011 meeting were unanimously approved and the agenda adopted (Mr. Prokasy motioned, Mr. Timmons seconded).

There was no public comment.

Mamie Simonds presented the 1<sup>st</sup> Qtr FY12 Financial report to the board for informational purposes. She stated that we are at 24.59% revenues and 20.19% expenditures. There will be no expenditures for insurance until March of 2012 when the insurance contract comes due. Chairman Bentley asked if Mrs. Simonds had concerns on this budget. She stated that the utilities were higher than normal possibly due to construction. Mrs. Ames added that Christman Construction Company will be reimbursing the library for these costs. Ms. Dunn asked about the 48.91% in the printing budget. Mrs. Simonds stated that they had to get extra signage because patrons were constantly asking "when is the library open?" Mr. Eberhard asked about the SPLOST materials expenditures being low. Mrs. Simonds stated that these are done on a reimbursement basis, and she added that she had spoken to Diane Williams (Acquisitions) about this as well as the low expenditures in the State Materials Budget FY12.

#### Committee Reports

##### Winterville:

Ms. White reported that there were 1,500 books on average that were circulated and 650 average patrons for the last Quarter, which she said was very good for a facility open only 19 hours per week. 77 children attended the Summer Reading programs and enjoyed a party in August. On October 20<sup>th</sup> they will begin a Bedtime Storytime program that will take place every third Thursday.

Endowment Committee:

Mr. Patten reported that the Endowment Fund is now at approximately \$880K, and their goal is to go over \$1 million dollars in the fund. He reported that the Endowment has received monies in memory of Ba Ba Dupree and there is Chamberlain trust expected in the near future. Brandon is the newly elected Chairman of the Endowment Board. The Endowment Board is changing their investment policy to be more flexible, balanced, and to remove obsolete language from the policy. Formerly a 35/65 investment ratio, they will move to a 50/50 investment ratio, and they will now open themselves up to foreign investments. The naming rights brochure for the library was passed around and discussed. Mrs. Ames reported she had talked with Keith Sanders (SPLOST), and he sent her the Sandy Creek naming opportunities procedures. They will have something more in place on this for the January meeting so the Board can review.

Friends of the Library:

Mr. Boyle reported that they were trying to brainstorm on how to raise monies because they cannot do book sales any longer. He said he is trying to follow up with the Friends' President. Ms. Dunn noted they are getting names and doing mailouts to keep membership moving along. Mrs. Ames said there will possibly be another *Café au Libris* in March but at a different location.

Financial Committee:

Mr. Eberhard reported they met on August 15<sup>th</sup> to respond to the State-mandated 2% reduction in the State Materials Grant. The Board ratified that committee's decision to move \$1,187.09 from the Passport Account to the FY12 budget to cover this reduction (Mr. Eberhard motioned, Ms Bogue seconded).

Director's Report:

Mrs. Ames reported that the ACC Public Arts Committee met on October 10<sup>th</sup>, wanting to do some kind of Children's art for the corner of Baxter and Dudley Streets that might include landscaping, a bus shelter. A new SPLOST parameter is that 1% of all monies be dedicated to public art, but the Library received renovations prior to that new parameter going into effect; however, Mrs. Ames said it is preferred that we follow suit and have the public art projects go forward. Examples of public art about town were discussed. Mr. Boyle said it is an opportunity to brand the library in a more public and memorable manner. Mr. Gaither noted the library's profile can be enhanced this way. As more information comes about it will be passed to the Board for their involvement.

Mrs. Ames reported than Alan Harkness from the State Library offered a

training session for trustees in Royston on October 10<sup>th</sup>. He had reminded all there of some Georgia library Laws that Mrs. Ames used a handout to review with the Board. Open Meeting requirements were discussed as were five rules for trustees to follow. She also passed around a Friends of the Library “giving” brochure. Mrs. Ames said there is a FOGL Fall Workshop coming up on October 22<sup>nd</sup> where they are launching a new Grant for Author Programs. She also showed the Board a new draft of the Parents Guide that will be voted on by the Regional Board.

New Business:

State Budget Reduction – Mrs. Ames showed a handout of financials so the Board might clearly see how the 2% reduction is effecting libraries and the Regional Budget. It was a difficult decision for the Regional Board and done on a per capita basis. This system has gone from 60 cents per capita to 9 cents per capita in the last 4 years, a 30% reduction overall. Mr. Boyle asked about and was told different libraries in the state have been effected in different ways by this change. Mrs. Ames thanked the Friends again for their invaluable support through these changes.

Unfinished Business:

Elections were discussed and it was determined that the Board is compliant with its current board members and officers. Ms. White is leaving the Board and was thanked for her service. Her replacement to this Board is Diana Hartle. Ms. Dunn is leaving the Board on December 31<sup>st</sup> and is eligible to return after a 1 year absence. Mr. Eberhard is up for re-election. There is one Vacant position on the Board. Mr. Timmons stressed the need for the Board to consider having more diversity among its members and to consider going to minority leaders within the community for suggestions on potential Board members.

The next meeting is January 10th, 2012 at 4:00 p.m.

The meeting was adjourned at 5:05 p.m.